



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 52-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Consular Correspondence Clerk FSN-06\*; FP-08\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** September 23, 2012  
**CLOSING DATE:** October 7, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 727,648\* (Grade 6)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Consular Correspondence Clerk in the Consular Section.

**BASIC FUNCTION OF POSITION**

The employee serves as Correspondence Clerk in the Consular Section. The jobholder is responsible for (i) answering telephone inquiries, (ii) answering written inquiries received via email and regular mail, (iii) updating consular information on the Embassy's external and internal websites, (iv) making sure all regularly used written materials are current, stocked and ready for use. The jobholder also provides clerical support to the Consular Officers and the senior FSNs in the section. The position is supervised by the Consular Section Chief and does not have any supervisory responsibilities

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** Completion of secondary school is required.

**2. Prior work experience:** Two years of work in an office is required.

**3. Language Proficiency:** Level 3 English, French and Arabic is required.

**4. Job Knowledge:** Employee must become familiar with consular laws and regulations and must have a solid understanding of the U.S. Government and the Mission.

**5. Other Skills and abilities:** Strong oral communication and writing skills are required, as well as the ability to work with computer applications. Must be able to work with tight deadlines and effectively plan work activities.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

### **TO APPLY**

*Interested applicants for this position must submit: (1) and (2) below:*

1. Preliminary Documentation
  - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
  - Letter of Interest. You must attach to the letter:
    - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE  
APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: October 7, 2012**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Consular Correspondence Clerk, Vacancy Announcement # 52-2012

Point of Contact: Human Resources Office

Fax to : 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**